



NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
JOHN F. KENNEDY SPACE CENTER
KENNEDY SPACE CENTER, FLORIDA 32899

REPLY TO
ATTN OF: AA-PCO-2

JUL 28 1971

MEMORANDUM

TO: Distribution

FROM: AA/Manager, Apollo-Skylab Programs

SUBJECT: KSC Apollo Program Directive No. 15

The subject directive entitled "Flow and Approval of Apollo Stage, Spacecraft, and Mission Support Contractors' Reliability and Quality Assurance, Configuration Management, and Logistics Program Plans," has served its purpose and is no longer needed since its intent is now implemented by KSC Management Issuances including:

KN 5150.1/AA entitled "Processing Apollo/Skylab Procurement Actions," which provides for orderly and complete staffing of contractors' various program plans.

KMI 5310.13/QA, "Reliability Program, Quality Program, and Inspection Plans Required by KSC Procurements," which covers R&QA matters.

KMI 8040.2A/AA on the "Configuration Management Program."

KMI 7500.1A/AA, "KSC Logistics Policy," which covers logistics matters.

Accordingly, KSC Apollo Program Directive No. 15 is hereby rescinded and may be removed from your files. ~~_____~~ X

A handwritten signature in cursive script, reading "Robert C. Hock".
Robert C. Hock

Distribution:
Apollo-Skylab Distribution S

Kennedy Space Center
APOLLO PROGRAM DIRECTIVE No. 15

Date: September 15, 1967

KSC APOLLO PROGRAM DIRECTIVE NO. 15

TO: Distribution

FROM: *R. O. Middleton*
Apollo Program Manager

SUBJECT: Flow and Approval of Apollo Stage, Spacecraft, and Mission Support Contractors' Reliability and Quality Assurance, Configuration Management, and Logistics Program Plans

I. PURPOSE

To establish for KSC Apollo contracts, the flow process and responsibilities for review and approval of the subject Apollo program plans, as required by NHB 5300.1A (Apollo Reliability and Quality Assurance Program Plan), NHB 7500.1 (Apollo Logistics Requirements Plan), and NPC 500-1 (Apollo Configuration Management Manual), and the associated KSC implementing documents.

II. GENERAL

- A. It is KSC Apollo program policy for the subject plans to be approved by KSC and to contractually provide for such approval. For future KSC Apollo contracts and major contract changes where new requirements for these program plans are established, the approval time will be specified as being at the time of , or earlier than, contract signature or contract modification signature. It is recognized that at the present time this directive does not apply to the spacecraft contracts; however, when KSC modifications are made to these contracts, this directive shall be followed.
- B. The plans will be submitted for KSC approval thru the Contracting Officer to the operating directorate who is responsible for management of the contract.
- C. The Apollo Program Manager, Director of Launch Operations, Director of Design Engineering, Director of Technical Support, Director of Installation Support, and the Director, Quality Assurance will participate in the review and approval of Apollo plans in accordance with their responsibilities, as outlined herein, and their internal operating procedures.

Date: September 15, 1967

III. AUTHORITIES AND RESPONSIBILITIES

- A. The Director of Launch Operations, Director of Design Engineering, Director of Technical Support, and the Director of Installation Support are responsible in their respective organizations for performing the following tasks for contracts under their cognizance:
1. Designating organizations to serve as the contract Document Requirement List (DRL) office of primary responsibility for assuring coordination review and approval of the program plans.
 2. Reviewing the plans and consolidating all comments for transmittal to the contractor; as stated in III.B.2 below, the Apollo Program Office and intercenter comments will be consolidated by the Apollo Program Manager and transmitted to the directorates for inclusion in overall center comments.
 3. Transmitting three copies of all plans to the Apollo Program Manager, and one copy of the R&QA program plans to the Director, Quality Assurance for review and comments.
 4. Assuring the overall consolidated comments are formally concurred in by the Apollo Program Manager prior to transmitting them to the contractor.
 5. Requesting follow-up action by the Contracting Officer, or Contract Technical Manager as appropriate, in instances where the contractor has not submitted the necessary plans, or does not respond to KSC recommended changes within the required time span. All such actions shall be formally brought to the attention of the Apollo Program Manager.
 6. Submitting any contract out-of-scope comments or changes on program plans to the Apollo Program Manager, or his designee, for contract negotiation consideration.
- B. The Apollo Program Manager is responsible for:
1. Reviewing the plans and performing intercenter coordination, where appropriate.
 2. Consolidating intercenter and KSC Apollo program comments and transmitting them to the cognizant operating directorate.

3. Concurring in the final consolidated comments prepared by the operating directorate.
 4. Requesting the operating directorates to take follow-up action on plan submittals or revisions as required.
 5. Requesting the Contracting Officer to negotiate changes to KSC Apollo contracts where necessary requirements are out-of-scope of present contract work statement.
- C. The Director, Quality Assurance is responsible for reviewing R&QA program plans and submitting comments to the responsible directorate.
- D. The Director of Administration, and the Procurement Office are responsible for:
1. Requesting participation by the Apollo Program Manager and operating directorates in preproposal and contract negotiations relating to Apollo stage, spacecraft, and mission support contracts to ensure that adequate provisions are made for approval of the subject program plans prior to contract signature.
 2. Ensuring that revisions to contractors' program plans are routed to the appropriate operating directorates for the necessary review, coordination, and approval.
 3. Ensuring contractor revises the program plans as required, within the requested time span.
 4. Negotiating required changes to KSC contracts as requested by the Apollo Program Manager, or his designee.

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